



Talent Manager

Department:	Administration & Finance	Rate of Pay:	Up to \$60,000
Location:	County-City Bldg., 1200N		
Shift:	Days	Hours:	8:00 A.M. – 5:00 p.m. M-F
Posting Date:	4/01/13	Closing Date:	4/12/13

SUMMARY

Results oriented individual who directs and leads efforts, in coordination with City leadership team, to attract, develop, retain and compensate a high performing workforce that enables the City of South Bend to serve citizens and demonstrate excellence in public service. Supports City initiative to attract the best and brightest individuals and have the City recognized as a premier employer within the community.

JOB DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Develops and leads efforts to review and update City's comprehensive recruiting, retention and compensation policies.
- Responsible to effect a culture of continuous improvement and performance excellence among the city workforce.
- Develops processes and programs for city management staff to employ superior interviewing, hiring, coaching and supervisory skills to enhance employee performance and ensure consistent application of employee guidelines, processes, and procedures.
- Establishes succession planning strategies for identifying, developing, and promoting high-potential and high-performing staff.
- Revises and implements performance review process that holds employees accountable for optimal job performance.
- Provides assistance to management team in identifying and assessing talent of employee base.
- Directs and executes day-to-day operational HR functions including labor and union relations, compliance and personnel administration.
- Oversees compensation program and make recommendations in determining annual salary increases, promotions and other compensation decisions.
- Analyzes, assists and advises the staffing plans to drive a comprehensive people management agenda and create a performance-based culture.
- Introduces processes that can be enhanced through the use of technology-based solutions.
- Recommends ways to reduce/avoid unemployment costs and to deliver high quality public services through better management of the workforce.
- Works effectively, professionally and tactfully with diverse workforce, management team and outside companies and public agencies.
- Ensures compensation program is line with City of South Bend policies and applicable government regulations.
- Advises managers and employees on staffing policies and procedures.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in organizational management, business or related fields.
- At least 5 - 8 years of progressive human resources leadership experience in a majority of the key functional areas of recruiting, performance/talent management, training and development, employee relations and/or compensation and benefits.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and articulate the strategic value of integrated Talent Management processes with a strong business acumen.
- Ability to plan for tasks and projects timely and thoroughly.
- Knowledge and experience with HRIS systems.
- Well-honed people management skills, poised and capable of gaining the trust of the leadership and the employees while influencing positive organizational outcomes.
- Strong problem-solving skills, with a track record of implementing new initiatives with measurable outcomes.
- Excellent judgment and listening skills, with the ability to handle confidential and sensitive issues with diplomacy, discretion and integrity.
- Ability to work independently, work with an HR team, think creatively, manage own time, and take initiative to drive projects.
- The ability to effectively communicate information and ideas orally and in writing.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

CERTIFICATES, LICENSE, REGISTRATION:

- Professional Human Resources (PHR) Professional Human Resources or (SPHR) Senior Human Resources Certification preferred but not required.
- Valid Indiana Driver's License if required to drive city owned vehicle.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. **They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at-will employer.

DRUG SCREENING REQUIRED

Apply no later than 4/12/13, City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601 or to apply online, go to www.southbendin.gov

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.